

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	107.03
		Date Revised:	
		ADM. #	07.03
1700 N. Boston St. Portales NM, 88130	Organization Flow Chart	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. POLICY:

The Department is established by law and shall consist of a Chief of Police, such regular officers and employees as may be approved. The Police Department shall be under the general supervision of the Chief of Police who shall be the Chief Executive of the Police Department. It shall be the responsibility of the Police Chief to enforce the rules and regulations for the City and the policies and procedures of the Department. The Chief of Police reports directly to the City Manager. Police Officers are charged with enforcing the laws of the State of New Mexico and all the ordinances of the City of Portales. Jurisdiction of the Police Department is limited to the City boundaries, except when another department requests assistance, or when enforcing laws on property owned by the City, but outside its boundaries. The organization of the Police Department will support the effective and efficient accomplishment of Departmental responsibilities and functions.

## II. PURPOSE:

The purpose of this order is to describe the organization of the Police Department and to assign responsibilities, functions, and duties.

## III. PROCEDURES:

### A. Organizational structure:

1. The Chief of Police is responsible for the direction of all activities of the Department. This direction will be accomplished through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership.
2. The Department organizational structure includes persons to whom are assigned specific responsibilities which include activities directly related to carrying out or supporting the department's objectives.
3. The Department shall consist of a Police Chief, Deputy Chief, Lieutenant, Sergeants, and as many police officers as determined by the Chief of Police and Mayor are required to protect and serve the community.

B. Chain of Command:

The Police Chief has full control over department activities. In the absence of the Police Chief, the Deputy Chief shall take command and notify the Chief of all decisions that he may make. If the Deputy Chief is not available, a Lieutenant shall be in charge, a Sergeant will be in charge until a ranking officer is available, and shall make any necessary reports to the Chief.

C. Span of control:

For any major event in which all or most of departmental personnel will be on duty, plans for the event will clearly delineate the command and structure and consider span of control.

D. Authority and responsibility:

1. At every level within this Department, personnel must be given the authority to make decisions necessary for the effective execution of their responsibilities.
2. Each departmental employee will be held fully accountable for the use of, or failure to use, delegated authority. Any employee who has any questions concerning his delegated authority should bring such questions to the attention of his supervisor or the Chief of Police for prompt resolution. Legal questions may be referred to the City or District Attorney.
3. Any gross improper use of authority or failure to accept authority will be reported through command channels as rapidly as possible.

E. Direction, obedience to orders:

The Chief of Police is the Chief Executive of the Department. As such, the Chief of Police under the direction of the City Manager has full authority and responsibility for the management, direction and control of the operation and administration of the Department.

F. Grievances

1. Department personnel with complaints against other police personnel except the Chief of Police must present such complaints to the Chief of Police. An officer dissatisfied with the decision of the Chief of Police may appeal to the City Manager, appealing the case through the Chief. Department personnel may not directly approach the City Manager or Mayor on any official matter without permission of the Chief of Police.

2. Complaints by department personnel against the Chief of Police must be presented in writing to the City Manager. The complainant must simultaneously deliver a copy of the complaint to the Chief of Police.

#### IV. ORGANIZATIONAL CHART

The Organizational chart denotes chain of command and intradepartmental relationships.

